



PURCHASING AND
MATERIALS MANAGEMENT

City of Myrtle Beach
S O U T H C A R O L I N A

(843) 918-2170
FAX: (843) 918-2182

REQUEST FOR QUOTE

Quote 030123D
Date: March 1, 2023

The City of Myrtle Beach is interested in obtaining a price quote on the items listed below. If you would like to provide a quote please return this form with your quote information to dbernstein@cityofmyrtlebeach.com, **NO LATER THAN 2:00PM on Thursday, March 9, 2023**. If you have any questions, please call 843-918-2171.

It is the intent of this Request for Quote to establish a term contract for routine and emergency repair services and or refurbishment of interior and exterior doors to be performed on an “as needed” basis.

The successful contractor shall perform, as needed, routine and emergency repair service and/or refurbishment of interior/exterior doors. All work shall be performed in accordance with the applicable manufacturer’s recommended procedures.

Work required may include, but is not limited to, adjusting, repairing or replacing of doors, panic bar devices, closure devices, edge guards, door moldings, weather stripping, installation of protective panels to door jams/kick plates, and installation of floor mount and wall mount door stops and holders.

<u>Line Item#</u>	<u>Qty.</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
1	1	HR	Hourly Labor Rate Routine Repair Service or Refurbishment	\$_____	\$_____
2	1	HR	Hourly Labor Rate Emergency Repair Service or Refurbishment	\$_____	\$_____
3			Percentage of Mark-up Over Cost for Parts and Materials	_____%	_____%

If awarded, Vendor must provide insurance that meets City requirements, as well as obtain and maintain a current City of Myrtle Beach business license. Work requirements are attached at the end of this quote form.

Please provide a not-to-exceed percentage of price increase (applied to original bid prices) to be considered, if needed, if the contract is renewed for additional terms:

2nd year price increase: _____%

3rd year price increase: _____%

4th year price increase: _____%

5th year price increase: _____%

Company Name: _____

Authorized Signature: _____

Contact Name: _____

Telephone #: _____

Email Address: _____

Repairs of the specified equipment and related components with a cost of less than twenty-five thousand dollars (\$25,000.00) per job will also be included in the contract and shall be performed on an “as needed” basis. Repairs expected to exceed twenty-five thousand (\$25,000.00) per job shall be bid separately by the City.

City buildings to be included in the contract are as follows:

- Pepper Geddings Recreation Center, 3205 North Oak Street, Myrtle Beach, SC 29577
- General Reed Recreation Center, 800 Gabreski Lane, Myrtle Beach, SC 29577
- Doug Shaw Memorial Stadium, 705 33rd Avenue North, Myrtle Beach, SC 29577
- Mary C. Canty Recreation Center, 971 Canal Street, Myrtle Beach, SC 29577
- Ted C. Collins Law Enforcement Center, 1101 North Oak Street, Myrtle Beach, SC 29577
- Warren S. Gall Police Annex, 3340 Mustang Street, Myrtle Beach, SC 29577
- Fire Station #1, 1250 10th Avenue North, Myrtle Beach, SC 29577
- Fire Station #2, 5338 North Kings Highway, Myrtle Beach, SC 29577
- Fire Station #3, 2108 South Kings Highway, Myrtle Beach, SC 29577

- Fire Station #4, 1298 Howard Avenue, Myrtle Beach, SC 29577
- Fire Station #5, 804 79th Avenue North, Myrtle Beach, SC 29577
- Fire Station #6, 970 38th Avenue North, Myrtle Beach, SC 29577
- Chapin Memorial Library, 400 14th Avenue North, Myrtle Beach, SC 29577
- Myrtle Beach Historic Color School, 900 Dunbar Street, Myrtle Beach, SC 29577
- Myrtle Beach Train Depot, 851 Broadway Street, Myrtle Beach, SC 29577
- Procurement Division Building, 3231 Mr. Joe White Avenue, Myrtle Beach, SC 29577
- Ticketreturn.com Pelicans Ball Field, 1251 21st Avenue North, Myrtle Beach, SC 29577
- City Services Building, 921 North Oak Street, Myrtle Beach, SC 29577
- Myrtle Beach Convention Center, 2101 North Oak Street, Myrtle Beach, SC 29577

City buildings not included in the contract that require repair/refurbishment work similar to that specified in these bid documents may also utilize the contract using the bid prices.

The successful Contractor shall provide all materials, supplies, parts, tools, equipment, labor, supervision, transportation, and all other things necessary to perform the work required under this contract.

ROUTINE SERVICE

For bid purposes, work that does not constitute an emergency but should be completed as soon as possible to prevent possible damage to buildings and equipment or to eliminate inconvenience to building occupants shall be defined as routine service.

The successful contractor shall perform a service call within twenty-four (24) hours after being notified of the need for service and, upon receiving authorization from the City, shall perform the necessary repair(s)/refurbishment. Unless instructed otherwise by an authorized City representative, routine work shall be completed during normal working hours.

EMERGENCY SERVICE

For bid purposes, work required due to immediate safety hazards, security threats, inevitable damage to buildings and equipment or reduction in operational effectiveness shall be defined as emergency service.

The successful contractor shall respond on-site within four (4) hours after being notified of the need for emergency service and, upon receiving authorization from the City, shall perform the necessary repair(s)/refurbishment. The City shall bear the sole responsibility in determining what constitutes an emergency and the successful contractor shall respond on-site upon the City's request.

Emergency service completed during normal working hours in which the four (4) hour response time is not met shall be billed at the routine service hourly labor rate.

HOURLY LABOR RATES

Hourly labor rate bid prices shall be the hourly rate to perform routine and emergency repair service and or refurbishment and shall exclude only the cost of parts and materials.

All other applicable costs, including (but not limited to): supplies, tools, equipment, labor, supervision, delivery, loading/unloading, truck charges, mileage, travel time, per diem, fuel, fuel surcharges, energy surcharges, hazardous material handling fees, environmental impact fees, and waste disposal fees must be included in the hourly labor rate bid prices.